



Reply to Attn of: OFFICE OF THE GENERAL COUNSEL

TO: INDIVIDUALS REQUIRED TO FILE

FROM: G/GENERAL COUNSEL

SUBJECT: FILING OF SF-278 FOR CALENDAR YEAR 2007

You have been identified as a Public Financial Disclosure filer and must file the Standard Form 278 (SF-278), Public Financial Disclosure Report for Calendar Year 2007. All forms must be filed by May 15, 2008. This requirement applies to all officials appointed by the President with Senate confirmation (PAS), Senior Executives (SES), Senior Scientific/Technical (ST), Senior Level (SL), and Schedule C employees. It also applies to all NEX Appointments whose salary is greater \$114,468. You may access the SF-278 and a Tip Sheet which will assist in completing your form from the NSSC's [Financial Disclosure](#) website under Employee Services at Financial Disclosure. If you experience difficulties with the Financial Disclosure hyperlink due to desktop configuration issues, please cut and paste the following URL:

<https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.628a20514adcacb6d0e6df6c4dd72749/?jsessionid=F5dLpr1wqqNdtrJGlGj8TwL113ZnQTRjZ8H91WsmTYZvS4B0ZxSW!-187947265>

There is currently only one valid version of the SF-278 in use, Revision 03/2000. The SF-278 has been revised to reflect changes to the law establishing categories for assets over \$1 million. Because older versions of the SF-278 do not reflect these changes, prior versions are not acceptable. Specifically, Revision 1/91 and Revision 6/94, which have been used in prior years, may no longer be used. An electronic version of the form is also available at:

http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other_pg3.html#Anchor-OG-13588

If you experience difficulties with this hyperlink due to desktop configuration issues, please cut and paste the URL. This version may be filled out electronically, but it must still be printed out, signed, and filed in hard copy.

WHERE TO FILE: Beginning Monday, March 24, 2008, employees may forward their completed report to their [Center Legal Office](#). If you experience difficulties with this hyperlink due to desktop configuration issues, please cut and paste the URL.

https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/278_locations.pdf?rhid=1000&did=141077&type=released

PENALTIES FOR FAILURE TO FILE: As always, you should remember that the information in your report is available for public inspection and that knowing or willful falsification of information, or failure to file or report information required to be reported, may subject you to a variety of serious penalties. In addition, individuals who file this report more than 30 days after their reports are due, or who file more than 30 days after the last day of any authorized extension period, will be subject to a \$200.00 late filing fee.

TO REQUEST AN EXTENSION: You may request an extension in writing by submitting your request to your [Center's legal office](#). If you are planning on retiring within 60 days after May 15, 2008, you may request in writing an extension to file one report. This report would qualify as both your annual and your termination filing. If you experience difficulties with this hyperlink due to desktop configuration issues, please cut and paste the URL.

<https://eptsadmin.nssc.nasa.gov/index.cfm?event=legalPOCs> **FOR ASSISTANCE:** The extensive instructions preceding the form and the summary instructions on each page of the form explain in detail how the SF-278 should be filled out. If you have any questions on completing your form, please consult with your [Center's legal office](#). Thank you for completing this important requirement.

MICHAEL C. WHOLLEY

URL: N URL: N URL: N URL: N